

— Attachment A —

Announcement Number	1505001LBMP	Promotion Potential	GS-14
Position Title	Supervisory Marketing Communications Project Manager	Hiring Agency	GSA, Federal Acquisition Service
Open Period	10/10/2014 - 10/23/2014	Duty Locations	FEW Vacancies in Chicago, IL, US
Series/Grade	GS - 0301MQ 14	For More Info	Theresa Gibbs 312-353-8177 theresa.gibbs@gsa.gov
Salary	\$107016 - \$139115		

Who May Apply

1. Current career/career-conditional Federal employees
2. Reinstatement eligibles
3. Special Appointing Authority eligibles
4. VEOA eligible Veterans

Security Clearance Required:
Other

Duration Appointment
Permanent

Marketing
<http://www.gsa.gov/portal/category/26570>

Summary
Travel, transportation, and relocation expenses are not authorized for this position. Any travel, transportation, and relocation expenses associated with reporting for duty in this position will be the responsibility of the successful applicant.

GSA has been repeatedly named by the Partnership for Public Service as one of the 'Best Places to Work in the Federal Government'.

As a Supervisory Marketing Communications Project Manager, you will serve as a Branch Chief within the Federal Acquisition Service (FAS), National Marketing and Communication Division (NMCD), Great Lakes Region. You will be directly responsible for supervising, planning, directing, and coordinating analytical and evaluative work and the execution of activities related to project management, account management, marketing plan development, marketing research, and communication/educational outreach.

This position is located in the Federal Acquisition Service, National Marketing and Communication Division (NMCD), located in Chicago, IL.

GSA offers its employees a wide range of benefits including:

- Federal health insurance plans (choose from a wide range of plans)
- Life insurance coverage with several options to choose from
- Leave policies to help you take care of your personal, recreational, and health care needs
- Thrift Savings Plan (similar to a 401(k) plan)



- Flexible work schedules and telework
- Transit and child care subsidies
- Training and development

At this time we are only filling one vacancy, however additional vacancies may be filled from this announcement as needed.

Supervisory Position: Yes

Relocation Authorized: No

Travel Required: Occasional Travel
Minimal travel

Key Requirements

Apply online (See How to Apply section.) U.S. Citizenship or National Meet time-in-grade requirements within 30 days of closing date

Major Duties

The selected candidate will direct his/her staff on accomplishing nationwide and worldwide marketing-communications project management program goals and objectives and will serve as a highly technical consultant with extensive program knowledge of the field and may be called in to address and resolve state-of-art project management or related business issues or questions. Examples of duties include:

- Directs the staff in developing long range media marketing plans and conducting extensive research to develop an in-depth understanding of client accounts to evaluate objectives and client requirements.
- Works with staff to resolves conflicts that occur between national program goals and client objectives to ensure that marketing communication approaches are consistent with national policies.
- Organizes and implements extensive targeted audience research forums to promote innovative improvements to publications or marketing communication products.

Education

Requirements

If selected, you must meet the following conditions:

- Serve a one year probationary period (unless you have previously satisfied this requirement).
- Be able to make a direct deposit of your salary check to a financial organization.
- Males born after December 31, 1959 must have registered with the Selective Service.
- Complete a "Declaration of Federal Employment" (OF-306) to determine suitability for Federal employment.
- If you are not a current GSA employee, you must complete the Department of Homeland Security (DHS) Form I-9 to determine identity and employment (work status) eligibility. GSA will verify the information through the DHS e-Verify automated system. Any identified discrepancies must be resolved as a condition of continued employment.
- Complete an OGE Form 450, Confidential Financial Disclosure Report, and obtain approval that no conflict or an appearance of conflict exists between your financial interest and this position.
- Undergo a background investigation and receive favorable adjudication. This position has been designated as a Public Trust Position.
- **Complete a one year supervisory or managerial probationary period, unless this has been previously fulfilled.**

Evaluations

If you are found qualified for the position, your responses to the self-assessment vacancy questions will be used to assign a numerical score. If your responses to the vacancy questions are not supported by your resume then your score may be adjusted lower by the Human Resources Specialist. Scores are not augmented by Veteran's preference points for this type of announcement (Merit Promotion).

You will be evaluated on the vacancy related questions that were designed to assess your overall possession of the following competencies/knowledge, skills, and abilities:

- Mastery of knowledge and understanding of marketing communications as a business discipline, and in particular, the marketing concept and its relationship to marketing communications and the relevance of the marketing mix and promotions mix to marketing communications.
- Knowledge of leadership methods and the ability to effectively apply them.
- Skill in applying advanced analytical and evaluative methods.
- Ability to communicate effectively orally and in writing to promote the agency marketing program.
- Knowledge of contracting principles, methods and regulations to provide technical guidance to agency contracting officers in preaward and postaward conferences for publications contract(s), development of special marketing communications requirements, solicitation preparation, negotiations and contract administration.
- Ability to analyze budgets and the methods and techniques required to review, evaluate and administer assigned budget activities.

A variety of assessments/assessment tools may be used to evaluate candidates for specific vacancies covered by this announcement. Candidates will be notified when further assessments are implemented and provided with instructions on how to access and complete the assessment(s). Be sure to **APPLY EARLY** as most assessments must be completed fully and submitted before the announcement closing.

If you are an Interagency Career Transition Assistance Plan eligible or a GSA Career Transition Assistance eligible, you must be considered well qualified (minimum score of 85) to receive priority. ICTAP/CTAP

Qualifications

The GS-14 salary range starts at \$107,016 per year, if you meet the following qualifications. You must meet all qualification and eligibility requirements within 30 days of the closing date of this announcement. To qualify, you must demonstrate the following:

For GS-14: In order to be considered qualified, applicants must demonstrate, in their resume and responses to questions, at least one year of specialized experience equivalent to the GS-13 in the Federal service. Specialized experience is defined as supervising or leading a group of employees performing strategy development and project management as it relates to marketing communications activities. This experience must include consulting and advising on design, positioning, target marketing, objective setting and strategy development; applying analytical and evaluative methods to measure program performance; and directing budget analysis and contracting support staff.

How to Apply

You must submit a complete online application including any required documents prior to 11:59 pm Eastern Time on the closing date of the Announcement. Errors or omissions may result in your not being considered for this vacancy. A description of the online process is provided below. For more information on applying for a GSA vacancy, please visit [Applying for a GSA Job](#).

1. **To begin, click Apply Online to create a USAJOBS account or log in to your existing account.** Follow the prompts to select

- your USAJOBS resume and/or other supporting documents. Once you have completed this step, select "Apply for this Position Now!"
2. **Complete your personal information within GSAjobs.** Once you've been redirected to GSA's automated system, follow the prompts to create, review, or update your personal information. This information is used to determine your eligibility to apply for this position so be sure that it is up to date.
 3. **Respond to all of the vacancy specific questions.**
 4. **Submit any required documents.** A "Vacancy Documents" page is automatically displayed by the GSAjobs system. Review the Required Documents section of this announcement to determine which apply to you. You may choose one of the following options to submit your document(s): Upload; USAJOBS, or FAX. We strongly recommend you read the "Fax Instructions" provided on the Document Manager page prior to printing the Fax Cover Sheet and faxing your information.
 5. **Respond to any Additional Assessment Questions.** If you are presented with additional assessment questions, be sure to respond to them or you may not be considered.
 6. **Click the "FINISH" button.** Finally, you'll receive an Application Review Page which allows you to review the information that will be submitted. You can save a copy of your application by selecting the 'Save PDF' button. Then, YOU MUST CLICK THE 'FINISH' BUTTON to complete and submit your application.

Note: If you cannot complete any part of the application process listed above, contact the Human Resources Office/representative listed on the announcement prior to the announcement deadline for instructions on how to proceed. Be sure to receive prior HR approval to deviate from these instructions so that your application will be considered.

Required Documents

Please review the following to determine which documents you must submit in order to complete your application.

ICTAP/CTAP Eligibles: Submit proof of eligibility including agency notice; SF-50, Notification of Personnel Action (or similar agency form); and most recent performance rating.

VEOA applicants, VRA applicants, and 30% or More Disabled Veterans: You must submit a copy of your Certificate of Release or Discharge From Active Duty, DD-214 that shows the dates of your active duty service. If selected, a DD-214 showing your type of discharge (member 4 copy) will be required prior to appointment. If you are a disabled veteran, or are applying under VRA or VEOA as a spouse, widow/widower, or mother of a veteran, you must submit the following in addition to the DD-214: (1) completed SF-15 form; and (2) proof of your entitlement. A list of documents which serve as acceptable proof of entitlement is indicated on the SF-15 form.

Active Duty Military Personnel - In lieu of the DD-214, active duty service members may submit a written document from the armed forces certifying that they expect to be discharged or released under honorable conditions not later than 120 days after the date the certification is signed. This document must include rank, dates of active duty service, and type of discharge.

Current Federal Employees or Reinstatement Eligibles, or those eligible under Interchange Agreements : Submit your latest SF-50 or similar agency form that shows the position, title, series, grade and rate of basic pay as well as Tenure Group 1 (Career) or 2 (Conditional). Note: GSA employees (except for OIG employees) are not required to submit a SF-50. This document will be used to determine your eligibility to be considered under this announcement.

Former Peace Corps or VISTA Volunteers: Submit your Description of Service (DOS). Returned Peace Corps Volunteers (RPCV) should also state their RPCV eligibility on their resume.

People With Disabilities: Submit proof of eligibility and certification of job readiness. Select the link [People With Disabilities](#) for information on eligibility and documentation required.

Applicants Applying Under Other Appointment Authorities: Submit proof of your eligibility under the appropriate appointment authority. See USAJOBS's [Resource Center](#) for more information.

What to Expect Next

If your application is complete, we will review your application to ensure you meet the basic qualification requirements. We will further evaluate each applicant who meets the basic qualifications on the knowledge, skills, abilities, and/or competencies required of the position. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. After making a tentative job offer, we will conduct a suitability and/or security background investigation. A final job offer for this position is typically made within 40 days after the deadline for applications.

Thank you for your interest in working for U.S. General Services Administration!

Benefits

http://www.opm.gov/insure/federal_employ/index.asp

Other Information

Bargaining Unit status: None

Travel, transportation, and relocation expenses are not authorized for this position. Any travel, transportation, and relocation expenses associated with reporting for duty in this position will be the responsibility of the successful applicant.

Additional vacancies may be filled from this announcement as needed. This vacancy announcement does not preclude filling this position by other means. Management also has the right not to fill the position.



U.S. General Services Administration

Vacancy Questions Preview

Vacancy Questions Preview

Grade: 14

Specialized experience is defined as supervising or leading a group of employees performing strategy development and project management as it relates to marketing communications activities. This experience must include consulting and advising on design, positioning, target marketing, objective setting and strategy development; applying analytical and evaluative methods to measure program performance; and directing budget analysis and contracting support staff.

* 1. Do you have at least one year of specialized experience, as defined above, equivalent to the GS-13 level or higher in the Federal service?

1. Yes
2. No

* 2. For the experience listed above, provide the title of the position(s) where you gained this experience as well as the time period held (MM/YY to MM/YY) and whether the position was full time or part-time (include number of hours per week if part-time). The experience must be substantiated in your resume as well or it will not be considered. Your list is limited to 1,000 characters which is approximately one-fourth typewritten page in length.

Maximum length of 1000 characters.

* 3. Please check the statement that applies to you, relating to time-in-grade requirements for the GS-14 level.

1. I have held a position in the General Schedule at a grade equal to or higher than a GS-13 for at least one full year (or will have within 30 days from the closing date of this announcement.)
2. I am in a pay plan other than the General Schedule (for instance the Wage Grade, or a pay banding system).
3. I have not held a permanent position in the federal General Schedule in the past 52 weeks.
4. I am applying under a special hiring authority (for instance, Peace Corps, veterans hiring programs, disability employment).
5. None of the above apply to me (You will not be considered for this position at this grade).

Grade: All Grades

* 1. Please check the statements that apply to you, relating to your eligibility for noncompetitive consideration for a full performance level GS-14 position.

1. I am currently at the GS-14 level on a permanent basis in the competitive service.
2. I have previously held the GS-14 level or higher on a permanent basis in the competitive service.
3. The full performance level of my current position (or another permanent position I have held in the competitive service) is GS-14 or higher.
4. I am applying under a special hiring authority other than the Veterans Employment Opportunity Act (VEOA).
5. None of the above apply to me.

* 2. Are you a current General Services Administration associate?

1. Yes

BRANCHED: * 1. GSA's Associate Performance Plan and Appraisal System states that to be **promoted** within GSA, an employee's most recent rating of record must be at the Level 3 or higher. Which of the following best describes the rating you received on your most recent performance appraisal (rating of record)?

1. Level 2 or below
2. Level 3 or higher
3. I have not received a performance appraisal (rating of record) from GSA under the five-tier rating system
4. This position would not be a promotion as my current position is at the same or higher grade.

BRANCHED: * 2. Please list the date received, level of rating, and the name of the supervisor who issued the rating. If you have not received a rating, please provide the reason you have not received one. Your response will be limited to 1,000 characters which is approximately one-quarter typewritten page.

Maximum length of 1000 characters.

2. No

BRANCHED: * 1. Do you have a current annual performance rating that is equal to pass or successful?

1. Yes
2. No

BRANCHED: * 2. Give the date of your last official appraisal, the name, title & phone number of the supervisor who evaluated your performance.

Maximum length of 250 characters.

* 3. Do you have experience leading a diverse team of employees in the accomplishment of complex marketing communications projects?

1. Yes

BRANCHED: * 1. In order to receive credit for this response, you must indicate in the space provided below, the title and dates of the position(s) on your resume where this experience was gained. NOTE: The experience described in your resume for this position(s) must fully support your response for this question in order to receive credit.

Maximum length of 250 characters.

2. No

* 4. Choose the response that best describes your experience advising top level program managers/technical experts on new developments and advances in marketing techniques and demonstrating how these innovations can benefit customer operations.

1. I do not have experience in performing this task.
2. I have assisted a senior staff member in advising top level program managers/technical subject-matter experts on new developments and advances in marketing techniques and demonstrating how these innovations can benefit customer operations.
3. I am highly skilled at advising top level program managers/technical experts on new developments and advances in marketing techniques and demonstrating how these strategies can benefit customer operations. I have performed this task routinely and have conducted training in this area.
4. I have independently advised top level program managers and subject-matter experts on new developments and advances in marketing techniques and demonstrated how these innovations can benefit customer operations. Only in unique or unusual situations did I require assistance or review by a supervisor or senior employee.
5. I have performed similar or directly related tasks and my experience or training has equipped me to perform these functions successfully.

* 5. From the following, please identify the business development competencies in which you have extensive experience:

1. Conducting market research and analysis
2. Developing customer outreach strategies and tactics based on research
3. Execution of customer outreach strategies and tactics
4. Analyzing the effectiveness of implemented customer outreach strategies
5. Making recommendations for changes to customer outreach strategies
6. None of the above

* 6. I perform the following marketing communications activities on a regular basis:

1. Identifying requirements for integrated marketing communications.
2. Identifying requirements for promotional marketing support.
3. Negotiating support from internal or external sources for integrated marketing communications.
4. Negotiating support from internal or external sources for promotional marketing support activities.
5. Analyzing market research and analysis.
6. Making recommendations to support marketing business strategy resulting from market research and analysis.
7. None of the above

* 7. Which of the following most accurately reflects your highest level of experience managing projects or program initiatives?

1. I have been assigned to carry out components of projects but have not been assigned formal leadership, supervisory, or management responsibilities.
2. I have been a project or team leader with responsibility for carrying out one or more projects or initiatives. These projects required me to plan and direct the work, maintain the schedule, report progress, and assure the quality of the work performed.

BRANCHED: * 1. In order to receive credit for this response, you must indicate in the space provided below, the title and dates of the position(s) on your resume where this experience was gained. NOTE: The experience described in your resume for this position(s) must fully support your response for this question in order to receive credit.

Maximum length of 250 characters.

3. I have been a project manager with responsibility for carrying out one or more long term (one year or longer) projects or program initiatives. I have been responsible for negotiating the project scope, establishing multi-year budgets, and tracking and reporting on expenditures, costs, and progress through key milestones. I have directed staff including those from disciplines other than the immediate organization e.g., functional staff, professionals from other disciplines & organizations etc.

BRANCHED: * 1. In order to receive credit for this response, you must indicate in the space provided below, the title and dates of the position(s) on your resume where this experience was gained. NOTE: The experience described in your resume for this position(s) must fully support your response for this question in order to receive credit.

Maximum length of 250 characters.

4. I have been responsible for managing and directing multiple projects and/ or initiatives that are/were in progress concurrently. I have managed these through a staff of subordinate project managers and team leaders. I have approved the scope of these projects, authorized funding, assigned resources, and monitored progress of the teams. I have been responsible for negotiating adjustments in the projects' timetables, budgets, scope, and coverage.

BRANCHED: * 1. In order to receive credit for this response, you must indicate in the space provided below, the title and dates of the position(s) on your resume where this experience was gained. NOTE: The experience described in your resume for this position(s) must fully support your response for this question in order to receive credit.

Maximum length of 250 characters.

5. None of the above

* 8. Please select the response which best reflects your level of experience monitoring and analyzing the application and efficacy of performance measures to ensure organizational goals are being met.

1. I have not had education or training in performing this task.
2. I have had education or training in this task but have not yet performed it on the job.
3. I have performed similar or directly related tasks and my experience or training have equipped me to evaluate the application and efficacy of performance measures to ensure goals are being met.
4. I have performed this task as a regular part of my experience evaluating performance measures to ensure that organizational goals are being met.

5. I am highly skilled at monitoring and analyzing the application and efficacy of performance measures to ensure organizational goals are being met.

* 9. Select the activity level which most closely describes your proficiency level of experience/expertise. These activities should have been carried out on a regular or reoccurring basis with independence and positive results.

1. I have not held senior, lead, or supervisory positions. I independently perform the duties and responsibilities of my position, determine the course of action to take, plan and carry out my assignments, consult with others as necessary, and resolve any conflicts. I keep my supervisor advised of progress, any controversial conflicts or issues, and/or matters that may affect policy or have far-reaching implications.
2. I have served as a project leader, established and communicated the project objectives, assigned work to others, monitored the progress of the assignments, provided guidance and instruction as needed to members of the group, evaluated and/or rewarded the contributions of the individual team members, and assured that the project objectives were successfully met.
3. I have held a lead or senior position or positions with formal responsibility for providing technical guidance and instructions on policy, procedures, regulations, or complex assignments to others in the organization. Responsible for providing input to supervisor on performance of group and/or employees in the group. Recommends actions affecting individual awards, rewards and recognition.
4. I have held a position or positions with supervisory responsibilities which included developing goals, milestones, and work plans, balancing and distributing employees' workload, evaluated job performance, mediated/or negotiated resolutions to employee problems and conflicts, recommended employees for recognition, promotion, developmental training, and recommended or hired new employees.
5. I have managed an organization through subordinate supervisors, leaders, or comparable personnel. My responsibilities included establishing program objectives or performance goals, assessing progress towards meeting established objectives or goals, coordinating and integrating work activities and resources of several organizational segments or different projects; and representing the organization within and outside the agency/company to gain support for the program and its goals.

* 10. Which of the following best describes your highest level of experience reviewing program activities to identify problems and recommend corrective measures or alternative approaches for implementation by management officials?

1. I have not performed these job functions.
2. I have received post high school education or formal training in program analysis or review processes, but have not applied them on the job.
3. I have performed similar or directly related job functions and my experience and training have prepared me to perform these functions successfully.
4. I have assisted in or performed these functions independently as a regular part of jobs that I have held.
5. I have extensive experience reviewing program activities to identify problems and recommend corrective measures or alternative approaches for implementation. I have performed these functions routinely and have carried them out successfully to attain measurable program improvements on behalf of my employer.

* 11. From the following, choose the supervisory duties that you have performed.

1. Planned work to be accomplished by subordinates, set and adjusted priorities, and prepared schedules for completion of work.
2. Assigned work to subordinates based on priorities, consideration of the difficulty of assignments, and the capabilities of the employees.
3. Developed performance standards, evaluated work performance and gave performance appraisals to subordinates.
4. Recognized and rewarded employees for their contributions.
5. Counseled and/or disciplined employees regarding performance and/or conduct issues.
6. Identified developmental and training needs of employees based on organizational goals and budget realities and utilized merit principles to take actions to satisfy needs.
7. Interviewed candidates for positions in the unit, and recommended/selected for appointment, promotion, or reassignment.
8. I have not performed any of the previously listed duties.

* 12. Select the activity level which most closely describes your proficiency level of experience/expertise. These or similar activities should have been carried out on a regular or reoccurring basis with independence and positive results.

1. Commits to action and makes decisions for a project, team, work unit, or work assignment; deals with complaints and takes corrective action to avoid an adverse effect involving a technical approach, method, or work process.
2. Commits to action, even in uncertain situations, and makes decisions for an organization; takes immediate corrective action to address program or service improvements, employee performance, or equipment/facility needs that affect a local operation, program, or specific customers.
3. Commits to a course of action, even in uncertain situations, and makes decisions for an organization that may involve staffing and resource needs, systems improvements, or approving policy exceptions that have organizational impact or may affect other agencies or the public.
4. Commits to a course of action, even in uncertain situations, and makes decisions for a major organization that may involve a new program direction or negotiations with external stakeholders and results in agency wide, industry wide, Government wide, or national impact.

* 13. This position requires the skill to communicate in both formal and informal settings including communicating effectively with Agency executives, senior level management, employee organizations and association representatives, and with other Agency or Department officials. The individual will often represent the Division at key agency meetings or on Agency level workgroups. Carefully review the descriptions below and select the one that best represents your interpersonal communication experience.

1. As part of my duties and responsibilities, I have routinely justified, persuaded, negotiated, or resolved matters involving significant or controversial policy, or operating program issues. This included communicating effectively and harmoniously with senior management, employee organizations/associations, and/or other individuals at all levels in the Federal sector to convey the relevant policies, regulations and procedures.
2. As part of my duties and responsibilities, I have regularly represented my office's policies and/or procedures, and led discussions or participated in workgroups. This included using effective communication skills to gain a desired outcome or compliance from individuals or groups skeptical or in disagreement with the policy, procedure, or regulation.
3. As part of my duties and responsibilities, I have regularly participated in discussions in which the purpose was to plan, coordinate, consult on work efforts, or to resolve operating or procedural problems. This included influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.
4. As part of my duties and responsibilities, I have regularly provided advice and assistance to those seeking services from my office. Typically, the interaction would include acquiring, clarifying or exchanging facts and information needed to complete assignments.
5. None of the above.

* 14. Select the activity level which most closely describes your proficiency level of experience/expertise. These or similar activities should have been carried out on a regular or reoccurring basis with independence and positive results.

1. Composes, reviews, edits, and issues materials for internal or external use (e.g., reports, memorandums, project plans or reports, briefing materials, etc.) that impact the accomplishment of the work assignment.
2. Composes, reviews, edits, and issues materials for internal use (e.g., reports, manuals, program plans, briefing materials, or project proposals) that impact a work unit or specific program or function.
3. Composes, edits, or reviews materials issued to diverse audiences, including publications, informational brochures on agency programs and policies, or documents communicating legal or policy information. Materials have an impact on the organization or multiple programs and activities.
4. Composes, edits, and reviews materials for internal and external audiences that present complex, analytical, controversial, or politically sensitive material to internal and/or external audiences (examples: policy papers, program plans, Journal articles for publication, legislative proposals, or guidelines for the public or private sector). Materials have an impact Government-wide; industry-wide, or nation-wide.
5. None of the above.

* 15. Select the choices below that describe your experience providing quality customer service:

1. Routinely communicated with customers to provide timely and complete information.
2. Shared customer feedback with team members to improve customer service.
3. Developed initiatives to improve customer service
4. Regularly received recognition from customers for providing high quality customer service.
5. Worked collaboratively with customers to trouble shoot project issues.
6. Developed problem solving strategies for customers that had broad application.

7. None of the above.

* 16.1 certify that, to the best of my knowledge and belief, all of the information included in this questionnaire is true, correct, and provided in good faith. I understand that if I make an intentional false statement, or commit deception or fraud in this application and its supporting materials, or in any document or interview associated with the examination process, I may be fined or imprisoned (18 U.S.C. 1001), my eligibilities may be cancelled, I may be denied an appointment, or I may be removed and debarred from Federal service (5 CFR, Part 731). I understand that any information I give may be investigated. I understand that responding 'No' to this item will result in my not being considered for this position.

1. Yes, I certify that the information provided in this questionnaire is true, correct and provided in good faith, and I understand the information provided above.
2. No, I do not certify that the information provided in this questionnaire is true, correct and provided in good faith and/or understand the information provided above.

PLEASE NOTE: In order to submit your application you must proceed through the following screens by selecting the 'NEXT' button at the bottom of each screen, and then click the 'FINISH' button on the final Application Review page. Please review each page and ensure completion of the necessary fields prior to moving forward. **DO NOT** close the browser window or select 'Return to USAJOBS' prior to selecting the 'FINISH' button or your application will be considered incomplete and you will not be considered for this vacancy.

[View Vacancy Details](#)

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Questions, Comments, or Feedback can be directed to GSAjobs@gsa.gov

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